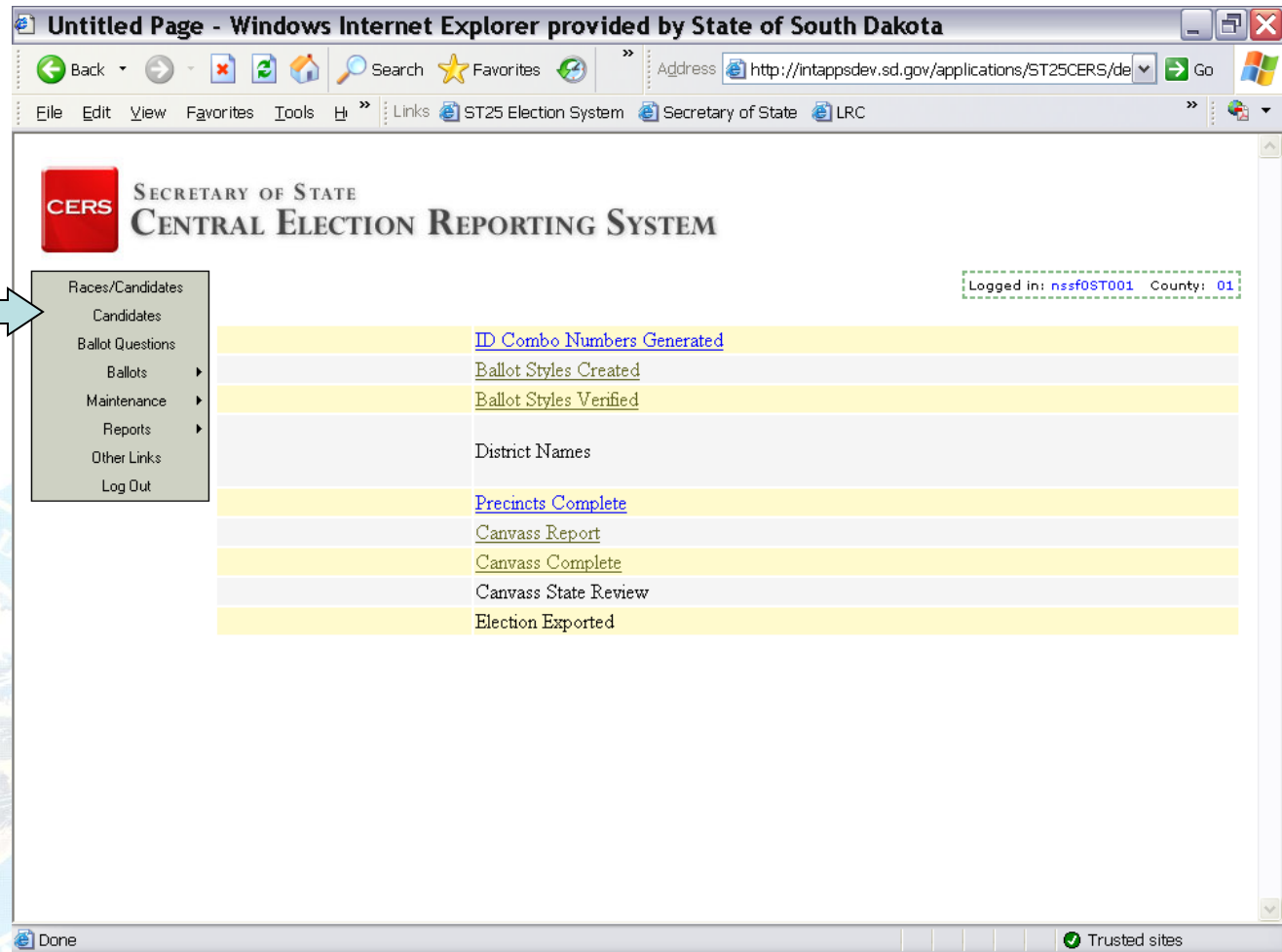


# ***Entering Candidates in ST25***



# Entering Candidates in ST25

Login and click on  
Candidates, then  
Candidate Master



Untitled Page - Windows Internet Explorer provided by State of South Dakota

Address: <http://intappsdev.sd.gov/applications/ST25CERS/de> Go

File Edit View Favorites Tools Links ST25 Election System Secretary of State LRC

**CERS** SECRETARY OF STATE  
**CENTRAL ELECTION REPORTING SYSTEM**

Logged in: nssf08T001 County: 01

Races/Candidates  
Candidates  
Ballot Questions  
Ballots  
Maintenance  
Reports  
Other Links  
Log Out

[ID Combo Numbers Generated](#)  
[Ballot Styles Created](#)  
[Ballot Styles Verified](#)  
District Names  
[Precincts Complete](#)  
[Canvass Report](#)  
[Canvass Complete](#)  
Canvass State Review  
Election Exported

Done Trusted sites

# Entering Candidates in ST25

Search for existing candidate or enter new candidate



Secretary of State - Candidate Master - Windows Internet Explorer provided by State of South ...

Address: <http://intappsdev.sd.gov/applications/ST25CERS/c> Go

File Edit View Favorites Tools Links ST25 Election System Secretary of State LRC

Logged in: nssf0st001 County: 01

### CANDIDATE MASTER

[Query Candidates](#)

Last Name:   
First Name:   
 [Add New Candidate](#)

[Add/Edit Candidates](#)

Candidate ID:   
Title:   
First Name:   
Middle Name:   
Last Name:   
Suffix:   
Assign to Race:

Address 1:   
Address 2:   
City:   
State:   
Zip Code:   
Candidate Status:

[CVC Voice File](#) [Link](#)  
☐ Check Here to Print CVC Letter

Notes  
CVC Letter

Done Trusted sites

# Entering Candidates in ST25

Assign the  
Candidate to a  
Race



Secretary of State - Candidate Master - Windows Internet Explorer provided by State of South ...

Address: http://intappsdev.sd.gov/applications/ST25CERS/c

File Edit View Favorites Tools Links ST25 Election System Secretary of State LRC

Logged in: nssf0st001 County: 01

### CANDIDATE MASTER

[Query Candidates](#)

Last Name:   
First Name:   
 [Add New Candidate](#)

[Add/Edit Candidates](#)

Candidate ID:   
Title:  Address 1:   
First Name:  Address 2:   
Middle Name:  City:   
Last Name:  State:   
Suffix:  Zip Code:   
Assign to Race:  Candidate Status:

COR County Coroner	452	1	2	COUNTY
CFO County Finance Officer	415	1	4	COUNTY
CFO County Finance Officer	417	1	2	COUNTY
TRE County Treasurer	400	1	4	COUNTY
TRE County Treasurer	402	1	2	COUNTY
SSC Delegate to State Convention	400	2	1	COUNTY

Done Trusted sites

# Entering Candidates in ST25

Check Here to  
Print CVC Letter

Confirm  
Candidate  
Status as  
“Active”

Once  
everything is  
entered click  
“Add”

Secretary of State - Candidate Master - Windows Internet Explorer provided by State of South ...

Address: <http://intappsdev.sd.gov/applications/ST25CERS/c> Go

File Edit View Favorites Tools Links ST25 Election System Secretary of State LRC

Logged in: nssf0st001 County: 01

**CANDIDATE MASTER**

[Query Candidates](#)

Last Name:   
First Name:   
 [Add New Candidate](#)

[Add/Edit Candidates](#)

Candidate ID:   
Title:   
First Name:   
Middle Name:   
Last Name:   
Suffix:   
Assign to Race:

Address 1:   
Address 2:   
City:   
State:   
Zip Code:   
Candidate Status:

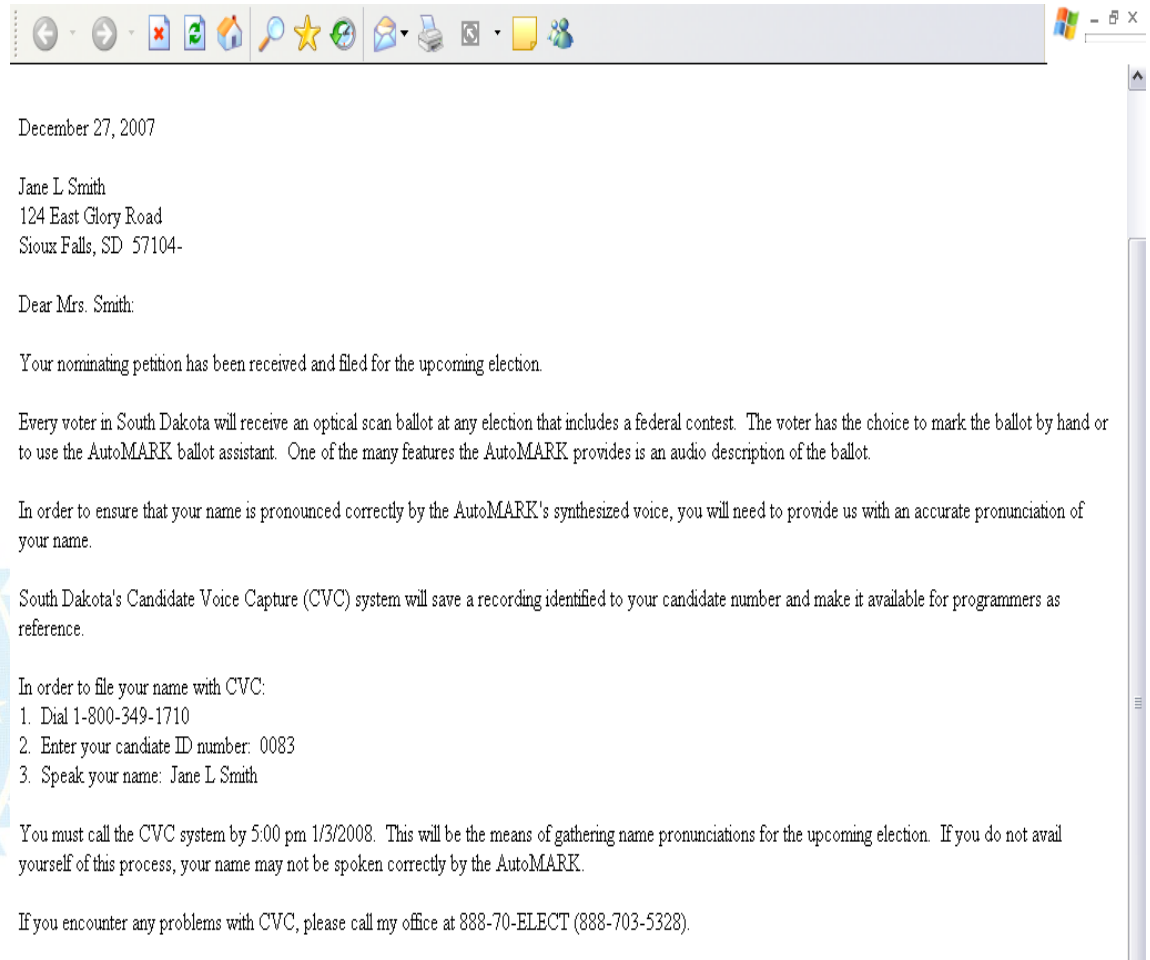
☒ [CVC Voice File](#) [unlink](#)  
☒ Check Here to Print CVC Letter

Notes  
CVC Letter

Trusted sites

# Entering Candidates in ST25

Once clicking “Add” the CVC Letter will be generated and will open up for you to print and mail to that candidate.



# Entering Candidates in ST25

Untitled Page - Windows Internet Explorer provided by State of South Dakota

Address: <http://intappsdev.sd.gov/applications/ST25CERS/de> Go

File Edit View Favorites Tools Links ST25 Election System Secretary of State LRC

**CERS** SECRETARY OF STATE  
**CENTRAL ELECTION REPORTING SYSTEM**

Logged in: nssf08T001 County: 01

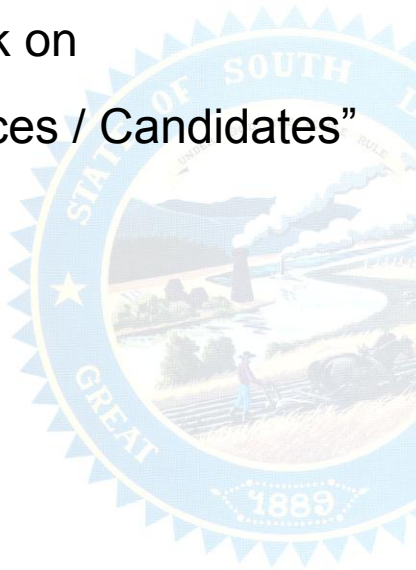
Races/Candidates  
Candidates  
Ballot Questions  
Ballots  
Maintenance  
Reports  
Other Links  
Log Out

[ID Combo Numbers Generated](#)  
[Ballot Styles Created](#)  
[Ballot Styles Verified](#)  
District Names  
[Precincts Complete](#)  
[Canvass Report](#)  
[Canvass Complete](#)  
Canvass State Review  
Election Exported

Done Trusted sites

Click on

“Races / Candidates”



# Entering Candidates in ST25

Click on the “+” next to the Race for which you have assigned a candidate

Secretary of State - Races - Windows Internet Explorer provided by State of South Dakota

Address: http://intappsdev.sd.gov/applications/ST25CERS/r

File Edit View Favorites Tools Links ST25 Election System LRC Secretary of State

**CERS** SECRETARY OF STATE  
**CENTRAL ELECTION REPORTING SYSTEM**

Logged in: nssf0st001 County: 01

**RACES**

Select Race to Add:    
(Click to add a new race) (Edit selected Race)

	<u>Race Code</u>	<u>Race</u>	<u>Seq #</u>	<u>Vote For</u>	<u>Term</u>	<u>Area Type</u>	<u>Area</u>	<u>District Name</u>	<u>District Type</u>
1	TRE	County Treasurer	400	1	4	County	Minnehaha	Minnehaha	COUNTY
2	AUD	County Auditor	410	1	4	County	Minnehaha	Minnehaha	COUNTY
3	SH	Sheriff	430	1	4	County	Minnehaha	Minnehaha	COUNTY
4	ROD	Register of Deeds	440	1	4	County	Minnehaha	Minnehaha	COUNTY
5	CC	County Commissioner At Large	470	3	4	County	Minnehaha	Minnehaha	COUNTY
6	ALD	Alderman	820	1	5	Municipal	Hartford	Hartford, Ward 2	WARD

Check for Errors

Add Candidate to Selected Race:    
(Click to add a new candidate) (Edit this Candidate)

Done Trusted sites



# Entering Candidates in ST25

Several more fields appear behind the candidate that must be filled out

Secretary of State - Races - Windows Internet Explorer provided by State of South Dakota

Address: http://intappsdev.sd.gov/applications/ST25CERS/r

File Edit View Favorites Tools Links ST25 Election System LRC Secretary of State

**CERS** SECRETARY OF STATE  
**CENTRAL ELECTION REPORTING SYSTEM**

Logged in: nssf0st001 County: 01

Races/Candidates  
Candidates  
Ballot Questions  
Ballots  
Maintenance  
Reports  
Other Links  
Log Out

**RACES**

Select Race to Add:  Add  
(Click to add a new race) (Edit selected Race)

Race Code	Race	Seq #	Vote For	Term	Area Type	Area	District Name	District Type
1 TRE	County Treasurer	400	1	4	County	Minnehaha	Minnehaha	COUNTY
	<b>ID</b>	<b>Name</b>	<b>Year</b>	<b>Record Status</b>	<b>Party</b>	<b>Incumbent</b>	<b>Filing Date</b>	<b>FIS</b>
1	83	Smith, Jane				<input type="checkbox"/>		
2 AUD	County Auditor	410	1	4	County	Minnehaha	Minnehaha	COUNTY
3 SH	Sheriff	430	1	4	County	Minnehaha	Minnehaha	COUNTY
4 ROD	Register of Deeds	440	1	4	County	Minnehaha	Minnehaha	COUNTY
5 CC	County Commissioner At Large	470	3	4	County	Minnehaha	Minnehaha	COUNTY
6 ALD	Alderman	820	1	5	Municipal	Hartford	Hartford, Ward 2	WARD

Check for Errors

Add Candidate to Selected Race:  Add  
(Click to add a new candidate) (Edit this Candidate)

Done Trusted sites

# Entering Candidates in ST25

Year

Secretary of State - Races - Windows Internet Explorer provided by State of South Dakota

Address: http://intappsdev.sd.gov/applications/ST25CERS/r

File Edit View Favorites Tools Links ST25 Election System LRC Secretary of State

**CERS** SECRETARY OF STATE  
**CENTRAL ELECTION REPORTING SYSTEM**

Logged in: nssf0st001 County: 01

**RACES**

Select Race to Add:  Add  
(Click to add a new race) (Edit selected Race)

**Editing: Smith, Jane**

Race Code	Race	Seq #	Vote For	Term	Area Type	Area	District Name	District Type
1 TRE	County Treasurer	400	1	4	County	Minnehaha	Minnehaha	COUNTY
	<b>ID</b>	<b>Name</b>	<b>Year</b>	<b>Record Status</b>	<b>Party</b>	<b>Incumbent</b>	<b>Filing Date</b>	<b>FIS</b>
	1 83	Smith, Jane	2008			<input type="checkbox"/>		
2 AUD	County Auditor	410	1	4	County	Minnehaha	Minnehaha	COUNTY
3 SH	Sheriff	430	1	4	County	Minnehaha	Minnehaha	COUNTY
4 ROD	Register of Deeds	440	1	4	County	Minnehaha	Minnehaha	COUNTY
5 CC	County Commissioner At Large	470	3	4	County	Minnehaha	Minnehaha	COUNTY
6 ALD	Alderman	820	1	5	Municipal	Hartford	Hartford, Ward 2	WARD

Check for Errors

Add Candidate to Selected Race:  Add  
(Click to add a new candidate) (Edit this Candidate)

Trusted sites

# Entering Candidates in ST25

Recorded Status

Secretary of State - Races - Windows Internet Explorer provided by State of South Dakota

Address: http://intappsdev.sd.gov/applications/ST25CERS/r

File Edit View Favorites Tools Links ST25 Election System LRC Secretary of State

**CERS** SECRETARY OF STATE  
CENTRAL ELECTION REPORTING SYSTEM

Logged in: nssf0st001 County: 01

Races/Candidates  
Candidates  
Ballot Questions  
Ballots  
Maintenance  
Reports  
Other Links  
Log Out

**RACES**

Select Race to Add:  Add  
(Click to add a new race) (Edit selected Race)

[Editing: Smith, Jane](#)

Race Code	Race	Seq #	Vote For	Term	Area Type	Area	District Name	District Type
1 TRE	County Treasurer	400	1	4	County	Minnehaha	Minnehaha	COUNTY
	<b>ID</b>	<b>Name</b>	<b>Year</b>	<b>Record Status</b>	<b>Party</b>	<b>Incumbent</b>	<b>Filing Date</b>	<b>FIS</b>
1	83	<a href="#">Smith, Jane</a>	2008	Active		<input type="checkbox"/>		
2 AUD	County Auditor	410	1	Active		<input type="checkbox"/>	Minnehaha	Minnehaha COUNTY
3 SH	Sheriff	430	1	Withdrawn		<input type="checkbox"/>	Minnehaha	Minnehaha COUNTY
4 ROD	Register of Deeds	440	1	Deceased		<input type="checkbox"/>	Minnehaha	Minnehaha COUNTY
5 CC	County Commissioner At Large	470	3	Appointed		<input type="checkbox"/>	Minnehaha	Minnehaha COUNTY
6 ALD	Alderman	820	1	Non-Race Delegate		<input type="checkbox"/>	Hartford	Hartford, Ward 2 WARD

Check for Errors

Add Candidate to Selected Race:  Add  
(Click to add a new candidate) (Edit this Candidate)

Trusted sites

# Entering Candidates in ST25

Party

Secretary of State - Races - Windows Internet Explorer provided by State of South Dakota

Address: <http://intappsdev.sd.gov/applications/ST25CERS/r>

File Edit View Favorites Tools Links ST25 Election System LRC Secretary of State

**CERS** SECRETARY OF STATE  
**CENTRAL ELECTION REPORTING SYSTEM**

Logged in: [nssf0st001](#) County: [01](#)

**RACES**

Select Race to Add:  Add  
(Click to add a new race) (Edit selected Race)

**Editing: Smith, Jane**

Race Code	Race	Seq #	Vote For	Term	Area Type	Area	District Name	District Type
1 TRE	County Treasurer	400	1	4	County	Minnehaha	Minnehaha	COUNTY

ID	Name	Year	Record Status	Party	Incumbent	Filing Date	FIS
1 83	<a href="#">Smith, Jane</a>	2008		Constitution	<input type="checkbox"/>		
2 AUD	County Auditor	410	1	4	County	Minnehaha	COUNTY
3 SH	Sheriff	430	1	4	County	Minnehaha	COUNTY
4 ROD	Register of Deeds	440	1	4	County	Minnehaha	COUNTY
5 CC	County Commissioner At Large	470	3	4	County	Minnehaha	COUNTY
6 ALD	Alderman	820	1	5	Municipal	Hartford, Ward 2	WARD

Check for Errors

Add Candidate to Selected Race:  Add  
(Click to add a new candidate) (Edit this Candidate)

Trusted sites

# Entering Candidates in ST25

Incumbent box

Secretary of State - Races - Windows Internet Explorer provided by State of South Dakota

Address: http://intappsdev.sd.gov/applications/ST25CERS/r

File Edit View Favorites Tools Links ST25 Election System LRC Secretary of State

**CERS** SECRETARY OF STATE  
**CENTRAL ELECTION REPORTING SYSTEM**

Logged in: nssf0st001 County: 01

**RACES**

Select Race to Add:  Add  
(Click to add a new race) (Edit selected Race)

**Editing: Smith, Jane**

Race Code	Race	Seq #	Vote For	Term	Area Type	Area	District Name	District Type
1 TRE	County Treasurer	400	1	4	County	Minnehaha	Minnehaha	COUNTY
	<b>ID</b>	<b>Name</b>	<b>Year</b>	<b>Record Status</b>	<b>Party</b>	<b>Incumbent</b>	<b>Filing Date</b>	<b>FIS</b>
	1 83	Smith, Jane	2008	Active	Independent	<input checked="" type="checkbox"/>		
2 AUD	County Auditor	410	1	4	County	Minnehaha	Minnehaha	COUNTY
3 SH	Sheriff	430	1	4	County	Minnehaha	Minnehaha	COUNTY
4 ROD	Register of Deeds	440	1	4	County	Minnehaha	Minnehaha	COUNTY
5 CC	County Commissioner At Large	470	3	4	County	Minnehaha	Minnehaha	COUNTY
6 ALD	Alderman	820	1	5	Municipal	Hartford	Hartford, Ward 2	WARD

Check for Errors

Add Candidate to Selected Race:  Add  
(Click to add a new candidate) (Edit this Candidate)

Trusted sites

# Entering Candidates in ST25

Filing Date

Secretary of State - Races - Windows Internet Explorer provided by State of South Dakota

Address: http://intappsdev.sd.gov/applications/ST25CERS/r

File Edit View Favorites Tools Links ST25 Election System LRC Secretary of State

**CERS** SECRETARY OF STATE  
**CENTRAL ELECTION REPORTING SYSTEM**

Logged in: nssf0st001 County: 01

**RACES**

Select Race to Add:  Add  
(Click to add a new race) (Edit selected Race)

**Editing: Smith, Jane**

Race Code	Race	Seq #	Vote For	Term	Area Type	Area	District Name	District Type
1 TRE	County Treasurer	400	1	4	County	Minnehaha	Minnehaha	COUNTY
	<b>ID</b>	<b>Name</b>	<b>Year</b>	<b>Record Status</b>	<b>Party</b>	<b>Incumbent</b>	<b>Filing Date</b>	<b>FIS</b>
	1 83	Smith, Jane	2008	Active	Indepe			
2 AUD	County Auditor	410	1	4	County	Minnehaha	M	
3 SH	Sheriff	430	1	4	County	Minnehaha	M	
4 ROD	Register of Deeds	440	1	4	County	Minnehaha	M	
5 CC	County Commissioner At Large	470	3	4	County	Minnehaha	M	
6 ALD	Alderman	820	1	5	Municipal	Hartford	H	

Check for Errors

Add Candidate to Selected Race:  Add  
(Click to add a new candidate) (Edit this Candidate)

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: 1/7/2008

Done Trusted sites

# Entering Candidates in ST25

Click “Check for Errors” before moving onto your next candidate

A message near the top of the screen will state “candidate’s name” added successfully.

Secretary of State - Races - Windows Internet Explorer provided by State of South Dakota

Address: http://intappsdev.sd.gov/applications/ST25CERS/r

File Edit View Favorites Tools Links ST25 Election System LRC Secretary of State

**CERS** SECRETARY OF STATE  
**CENTRAL ELECTION REPORTING SYSTEM**

Logged in: nssf0st001 County: 01

Races/Candidates  
Candidates  
Ballot Questions  
Ballots  
Maintenance  
Reports  
Other Links  
Log Out

**RACES**

Select Race to Add:  Add  
(Click to add a new race) (Edit selected Race)

Editing: Smith, Jane

Race Code	Race	Seq #	Vote For	Term	Area Type	Area	District Name	District Type
1 TRE	County Treasurer	400	1	4	County	Minnehaha	Minnehaha	COUNTY
	<b>ID</b>	<b>Name</b>	<b>Year</b>	<b>Record Status</b>	<b>Party</b>	<b>Incumbent</b>	<b>Filing Date</b>	<b>FIS</b>
	1 83	Smith, Jane	2008	Active	Independent	<input checked="" type="checkbox"/>	1/23/2008	
2 AUD	County Auditor	410	1	4	County	Minnehaha	Minnehaha	COUNTY
3 SH	Sheriff	430	1	4	County	Minnehaha	Minnehaha	COUNTY
4 ROD	Register of Deeds	440	1	4	County	Minnehaha	Minnehaha	COUNTY
5 CC	County Commissioner At Large	470	3	4	County	Minnehaha	Minnehaha	COUNTY
6 ALD	Alderman	820	1	5	Municipal	Hartford	Hartford, Ward 2	WARD

Check for Errors

Add Candidate to Selected Race:  Add  
(Click to add a new candidate) (Edit this Candidate)

Error on page. Trusted sites